

ABSTRACT OF THE DISCLOSURE

A communication apparatus includes a register for registering a facsimile number of a sending destination for an abbreviation number, a register for registering an electronic mail address of the sending destination for the same abbreviation number, a key corresponding to the abbreviation number, a key representing facsimile sending, and a key representing electronic mail sending, a unit for executing the facsimile sending of a read image to the registered facsimile number when the key representing the facsimile sending is depressed pursuant to depression of the key corresponding to the abbreviation number, and a unit for executing the electronic mail sending of the read image to the registered electronic mail address when the key representing the electronic mail sending is depressed pursuant to depression of the key corresponding to the abbreviation number, so that it is possible to reduce the number of necessary keys.